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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Office of Logistics Accomplishments During
FY-1955 and Major Objectives for FY-1956

1. This Office has conducted a review of the major objectives that were established at the beginning of FY-1955 and acquired during the fiscal year. Substantial progress has been made in the accomplishment of all continuing objectives during this period. In addition, the following are major accomplishments realized during FY-1955:

a. Consolidated and realigned the functions of the Assistant Chief for Operations and the Technical Review and Policy Staff under a newly created component, the Assistant Director of Logistics with appropriate staff.

b. Published 59 Agency Logistics regulatory issuances. Developed and submitted to the Regulations Control Staff 30 additional regulatory issuances.

c. Published 38 Logistics Instructions and 50 Logistics Notices.

d. Submitted to the Incentive Awards Committee 169 evaluations on employee suggestions. Four monetary awards (totaling \$105.00) were made to employees of the Office of Logistics. To date, 12 awards totaling \$825.00 have been made to employees of the Office of Logistics.

e. Expanded the Logistics training program as follows:

(1) Revised the Logistics Support Course to place more emphasis on actual work problems and operational training.

(2) In coordination with the Technical Services Staff and the Office of Training, initiated a Special Training Program for personnel handling sabotage, demolition, and TMS type equipment.

(3) Initiated the Logistics Supervisory Training Program.

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(4) Increased participation in external training programs.

f. Increased the scope of the mail and courier services.

g. Devised and implemented an effective system to provide for the planned rotation of GS designees to and from field and departmental positions.

h. Assisted in the planning for a new CIA headquarters building. Such assistance included inspecting approximately 40 potential sites, surveying space requirements, preparing reference material for presentation of the request to the Congress, and conducting meetings with local governing bodies and Federal agencies.

i. Compiled reports on all Agency real property except for proprietary type and that at a small number of overseas stations. Real estate records as of 30 June 1955 reflect a total of [] held by the Agency, representing an expenditure of approximately []

j. Acquired [] by lease assignment or renewal; leases for [] properties were terminated.

k. Reached agreement with ID/P area officials that the services of the Safehouse Branch (Real Estate and Construction Division), will be used in the acquisition and disposal of proprietary real property.

l. In support of the Agency wartime mission, developed requirements for strategic material reserve for cold war emergency operations which will become assets on D-Day.

m. Initiated preliminary planning to determine the desirability of organizing a logistical control center in Europe to more effectively support operations.

n. Assumed responsibility for the guidance, direction, and operation of a special microfilm task force engaged in filming vital Agency documents in support of the records management program of the Management Staff.

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g. Relocated and expanded the "K" Building printing facilities.

h. Installed a complete motion picture developing and duplicating service equipment for sound and silent film.

i. Produced a total of 139,894,344 impressions and 2,796,607 photographs with the Agency's centralized printing facilities. This represents a substantial increase in production over the previous year and was accomplished with approximately the same number of personnel.

j. Initiated a world-wide survey of printing requirements and facilities.

k. Established a central control activity to maintain current records and review all actions pertaining to Agency motor vehicles, both domestic and field, including allocation, operation, use, maintenance, redistribution, procurement and disposal.

l. Compiled a tariff rate book for transportation costs to world-wide destinations.

m. Established a Procurement Review Committee for the purpose of reviewing proposed procurement actions of \$5,000 or more to determine the method of procurement and procedures to be followed. This Committee held 79 meetings, and reviewed 189 cases totaling [redacted]

n. Established a Procurement Planning Committee for the purpose of obtaining, reviewing, and utilizing advance information on planned future procurement requests. The function of this Committee has resulted in lower procurement costs and faster procurement actions.

o. 12,560 procurement actions, representing [redacted] were taken by the Procurement Division.

p. Visited and reviewed logistical activities of all major stations, resulting in a marked improvement in logistics functions in the field and the establishment of a closer working relationship between the field and headquarters.

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y. Improved and strengthened the method of submitting forecasts of requirements by field installations.

z. Adopted an Agency Supply Catalog from IBM publication to Flex-O-Print strip panel method.

a. Completed a physical inventory of all material in



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2. Attached is a listing of major objectives programmed for FY-1956.

**JAMES A. GARRISON
Director of Logistics**

**Attachment:
Objectives for
FY-1956**

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Office of Logistics Objectives
for
Fiscal Year-1956

I. Executive Direction, Administration, Security, and Technical Review of Logistics Operations:

1. Continue the development and publication of logistics policies and procedures in Agency regulatory issuances to provide for more effective logistical support of all Agency activities.
2. Continue to review world-wide logistics operations and initiate action to improve their efficiency, economy, and effectiveness.
3. Develop and maintain an organizational manual, defining the mission, functions, and responsibilities of each organizational component of the Office of Logistics.



5. Establish a logistical control center system for the European and African areas.
6. Develop and implement an Internal Reports Management Program designed to facilitate operational controls and procedures for the collection, analysis, and dissemination of operational statistics.
7. Revise the system of controlling top secret material within the Office of Logistics.

II. Development and Review of Logistical Annexes to Operating Plans and Long Range Logistical Planning to Meet Operational Requirements:

1. Review all operational plans at inception for logistical feasibility.
2. Provide technical guidance and coordination in the development of logistical support programs and projects.

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3. Compile, analyze, and maintain current and adequate statistical data necessary for complete logistical planning and support.
4. Develop firm guidance for world-wide materiel relocation to meet operational requirements from the point of view of force concepts as applicable to specific geographic areas.
5. Develop mobilization plans and requirements for the Office of Logistics based on Agency emergency operational plans and theatre war plans.
6. Develop, in coordination with the Office of the Comptroller, more effective policies and procedures governing the preparation of logistics annexes relative to budgetary requirements.
7. Ensure assignment of qualified logistics planners to Senior War Planners' staffs overseas.
8. Develop a logistical and operational planning manual.

III. Printing Services:

1. Conduct a world-wide survey of printing requirements and facilities to determine hot and cold war need and delineate responsibilities of the Office of Logistics and TSS [redacted]
[redacted]
2. Coordinate Agency-wide requirements and production in the graphic arts field.
3. Provide an improved printing service to Agency components by improving procedures and methods and by keeping abreast of the latest developments in the graphic arts field.

IV. Procurement of Equipment, Supplies, and Contractual Services:

1. Prepare and issue a Procurement Handbook for use of logistics and administrative officers in the departmental area.
[redacted]

3. Establish a cross reference file by commodity of the cleared bidders registry for old and new sources.

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4. Establish policies and procedures to protect the Government's patent and copyrights.

5. Arrange through the Comptroller for commercial type audit by cleared Certified Public Accountant firms on Government [] contracts as required in order to meet appropriate security standards.

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6. Review in cooperation with the requisitioning activity existing and proposed contracts to determine proper [] classification for the purpose of ascertaining the proper method of handling procurement contracts.

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V. Support of Agency Real Estate and Construction Programs, Building, Maintenance and Services:

1. Provide the necessary support for the successful accomplishment of the Agency's present and future real estate and construction requirements.

2. Provide support to the Agency's new headquarters building including site selection, space requirement surveys, selection of architect-engineer, negotiation and administration of an architectural-engineering contract, and liaison with the General Services Administration and other Federal agencies.

3. Prepare a Realty Officer Handbook and a Maintenance Handbook.

4. Continue the field inspection program of Agency facilities, [] to assure maximum utilization, proper maintenance, and economical operation from technical and professional viewpoints.

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5. Complete and continue to maintain reports on all Agency real estate including that of proprietary projects.

VI. Storage, Distribution, Control, Determination of Requirements, Property Accounting, Surveillance, Rehabilitation and Disposal of Agency Material:

1. Establish stock levels and redistribute Agency assets to coincide with Strategic Requirements.

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2. Expand the inspection and maintenance function to ensure adequate stock surveillance and improve Agency storage practices.

3. Continue to expand and revise the Agency Supply Catalog.

4. Develop specialized packaging and packing methods for [] overseas shipments, long term storage and caching.

5. Develop a cost accounting system for the [] complex to determine the financial cost and efficiency of the supply system.

6. Continue to review program of issue experience to dispose of obsolete and/or excess stock items.

VII. Traffic Management and Transportation Services to Support the Movement of Personnel and Things for the Agency:

1. Develop Tables of Vehicular Allowances for all stations and activities.

2. Review and revise Agency regulatory issuances and administrative procedures relative to the movement of Agency personnel, their dependents and personal effects in order to ensure their movement in a manner consistent with security, efficiency, and economy.

3. Improve methods and channels of transportation of Agency material.

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